National Agency for Food & Drug Administration& Control (NAFDAC)

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OFAPPROVAL TO IMPORT RAW MATERIALS FOR MACHINE TRIALS / RESEARCH PURPOSES

General

1.1. These Guideline is for the interest of the general public and in particular, companies/ institution(s) who wish to import raw materials for machine trials or research purposes for utilization in the production process, laboratory analysis and use of NAFDAC regulated items.

1.2. It is necessary to emphasize that, no Food, Drug, Cosmetics, Packaged water, Detergent, Medical device shall be manufactured, imported, exported, advertised, sold, distributed or used in Nigeria unless it has been registered in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines

Step I

2. **Application**

2.1. The intending importer of NAFDAC Registered product(s) shall log onto: https://trade.gov.ng/nafdac using company's TIN and Password.

2.2. After logon to the trade portal, the client will scroll down the **Agency** icon and click on **NAFDAC**

2.3. Under NAFDAC Services, click on NAFDAC e-license

2.4. Under e-license operations, click on New

2.5. Scroll down on New to: Fill-PID

2.6. Fill-PID e-form displayed, the **following fields and others** should be carefully followed:

a) Applicant type is **Ancillary**

b) Certificate:**Ports Inspection Directorate- Approval to Import Raw Materials for MachineTrials / Research Purpose**

c) Under icon Items: Each product(s) should be filled in turns as follows:

i.) fill the HS Code
ii.) Name of product asit should appearon the certificate
iii.) Unit of measurement (e.g. cm, m, cl, l,g, kg etc)
iv.) Pack size

d) Click **the add button(+)**

e) The above process is repeated for each of the product(s) to be imported on the same application.

f) Under attachment icon attach the following as in PDF/JPEG format but **not**

Microsoft Word document

2.7. The following documents should be uploaded online:

2.7.1. A duly signed application letter titled **Approval to Import Raw Materials for Machine Trials / Research Purpose** addressed to the Director, Ports Inspection.

Step II

3. **Review of application**

3.1. The application and accompanying documents are subsequently reviewed.

Step III

4. **Payment**

The applicant is required to visit:

4.1. **www.remita.net** to generate Remita invoice.
4.2. Any nearest commercial bank for payment.
4.3. NAFDAC Accounts department to obtain receipt of payment or upload Remita receipt of payment via nafdacyabaccts2017@gmail.com for confirmation of payment.

.

Step IV

5. **Issuance of Authorization**

5.1. Upon confirmation of payment, the application returns to the processing unit for recommendation for approval.

5.2 The application is approved and an electronic copy of the **Approval to Import Raw Materials for Machine Trials / Research Purpose** is issued which the applicant can access through their TIN on the trade portal.

6. **Tariff**

6.1. Please refer to the appropriate section in the NAFDAC Approved Tariffs available at www.nafdac.gov.ng

7. **Note**

7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being imported.

7.2. The timeline for the Issuance of **Approval to Import Raw Materials for Machine Trials / Research Purpose** is seventy two (72) working hours for an application with a single item (one product) from time of submission. The timeline is suspended when there is a compliance directive and resumes when the applicant complies and communicates compliance to the Agency.

7.3. The **Approval to Import Raw Materials for Machine Trials / Research Purpose** has duration of 3 months.

7.4 It is advised that the applicant consults the NAFDAC Ceiling List (https://www.nafdac.gov.ng/nafdac-ceiling-list/) and Import Prohibition List (https://customs.gov.ng/?page_id=3075). Items on these lists will not be processed. Also Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear will not be processed.

7.5 The quantity to be imported per item is restricted to 500kg. The applicant should note that exceeding the quantities approved is a **violation** and it attracts the appropriate administrative charge.

All correspondence should be addressed to:

The Director-General (NAFDAC),

Attn: The Director,

Ports Inspection Directorate,

Medical Compound,
8/10, Merret Road,
Off Herbert Macaulay Way,
Yaba, Lagos State.
Website:www.nafdac.gov.ng
E-mail address:ports@nafdac.gov.ng

All submissions should be made at the Office of the Director, Ports Inspection Directorate, Medical Compound, 8/10, Merret Road, Off Herbert Macaulay Way, Yaba, Lagos state or the nearest NAFDAC Office (outsideLagos).